

CHIEF BUILDING INSPECTOR

Department: Planning and Development

Classification: Competitive

Specification Number: 3420

Approved: 4/19/2023

Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Either:

a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree in Architecture, Civil Engineering, Construction Technology or a related field and four (4) years of experience in building construction or inspectional or investigative work enforcing codes and ordinances relating to the safety of building structures and occupancy, three (3) years of which must have been in a supervisory capacity; or,

b) Graduation from a standard senior high school, vocational school or possession of a high school equivalency diploma and eight (8) years of experience as described in (a) above, three (3) years of which must have been in a supervisory capacity.

NOTE: Experience will be substituted for education on a year-for-year basis.

PROMOTIONAL

Three (3) years of permanent competitive status as a Senior Building Inspector.

NECESSARY SPECIAL REQUIREMENT

Candidates must possess a valid New York State driver's license at the time of appointment and throughout the period of employment.

NOTE: All employees hired in this title must successfully complete the required basic training program entitled Minimum Standards for Code Enforcement Personnel established by the State of New York Fire Fighting and Code Enforcement Personnel Standards and Education Commission. The program must be completed in the appropriate time period as specified in the regulations, and upon completion, the required in-service training programs must be attended as scheduled.

DISTINGUISHING FEATURES OF THE CLASS

Under general direction, the Chief Building Inspector is responsible for administering the policies, procedures, and regulations of the town building operations through coordination and direction of the activities of subordinate technical and clerical personnel. The employee is responsible for establishing and maintaining standards of operation within the scope of established laws, rules, and regulations. Work is subject to review by the Deputy Commissioner. Does related work as required.

TYPICAL WORK ACTIVITIES

Supervises directly, or through subordinate supervisors, the activities of technical employees engaged in enforcing codes and ordinances through inspections of building construction and land use;

Supervises through subordinate supervisors, the work of clerical staff engaged in issuing permits, maintaining records and performing other general duties;

Interprets codes and ordinances regulating building, zoning, plumbing, fire prevention, and multiple residences to architects, engineers, building contractors and subordinate employees;

Provides information to the general public;

Supervises research on new materials and construction methods;

Testifies in court in cases brought by the Town against violators;

Prepares and submits budget estimates.

CHIEF BUILDING INSPECTOR

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Comprehensive knowledge of materials used in building construction and the stages of construction where defects and violations may be most easily observed and corrected; comprehensive knowledge of the codes and regulations governing town building construction; comprehensive knowledge of town zoning and fire prevention ordinances; good knowledge of effective supervisory techniques; ability to read and interpret construction plans and specifications and to recognize deviations from such plans in the construction process; ability to recognize faulty construction or hazardous conditions; ability to plan, assign, and review the work of a number of technical and office personnel in a manner conducive to full performance and high morale; ability to keep records and to prepare reports; ability to express oneself clearly and concisely, orally and in writing; physical condition commensurate with the demands of the position.